

**Board of Prison Terms  
Job Opportunity  
Office Technician (Typing)  
Field Operations**

**Duties:** Working under the direct supervision of the Northern Deputy Program Administrator, Field Operations, the Office Technician (OT) will have responsibility for the general duties relevant to the administration of the Field Operations Unit. Maintain the Board Coordinating Parole Agents (BCPA) Master Schedule for southern and northern BCPAs; coordinate the submission of 7K projected time sheets, overtime and travel expense claims, vehicle logs, and vacation requests; be responsible for developing and maintaining a mail service and supply requests, and ensure distribution to the field in a timely manner; develop purchase orders for necessary supplies, furniture, and equipment; type, edit, and package memorandums, letters, correspondence, personnel documents, and reports generated from the Field Operations Unit; provide data entry for programs associated with Field Operations; provide general support and the more complex clerical tasks for the Field Operations Unit. Develop and maintain filing and tracking system, make travel arrangement, answer phone, schedule meeting provide assistance to public and state agencies. Serve as a back-up to the ADA Unit's Office Technician. Miscellaneous duties as required.

**Desirable Qualifications:** Above average computer skills, excellent attendance, work with minimal supervision, and work cooperatively with co-workers.

**Who Should Apply:** Candidates reachable on the State Personnel Board Office Technician Examination list if reachable will receive employment inquiries. Lateral transfers will be considered.

**Salary:** \$2,348.00-\$2,855.00

**How to Apply:** Submit a standard state application and resume to:

Board of Prison Terms, E-18  
1515 K Street, Suite 600  
Sacramento, CA 95814  
Attn: **Shana Groff**  
(916) 322-2808

**Deadline:** **Until Filled**

Applications will be screened, and the most qualified applicants will be scheduled for an interview.